

February 13, 1947

MEMORANDUM

TO: Division Chiefs
FROM: Deputy Chief, [REDACTED]
SUBJECT: Appearance of Offices

FOIAb3a

The classification survey of [REDACTED] is now in process. Personnel conducting this survey will shortly be spending a reasonable amount of time within the organization getting knowledge of our operations and possibly interviewing individual employees.

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Increase ratings for personnel of the organization have been asked for in many cases, and expansion in general is being requested. It is believed, if the offices and rooms of [REDACTED] present a neat, clean and most business like aspect the chances of having the organization approved as recommended would be greatly enhanced. To this end, it is desired that all offices and rooms within [REDACTED] be cleaned up as much as possible to include the removal of boxes from corridors, neat arrangements of closets and other storage space, stray papers properly filed, and any other measures of a general nature that will improve the overall appearance of this organization.

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FOR THE CHIEF, [REDACTED]

FOIAb3b

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Deputy Chief, [REDACTED]

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